



CITY OF BROWNSVILLE

Council Meeting

Tuesday – April 23rd, 2013

Regular Session 7:00 p.m.

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CITY OF BROWNSVILLE

Council Meeting

City Hall – Council Chambers
Tuesday, April 23rd, 2013

AGENDA

Regular Session

7:00 p.m.

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS OR DELETIONS TO AGENDA
- 5) MINUTES: March 26th, 2013
- 6) PUBLIC HEARINGS OR PRESENTATIONS
 - A. Cass Templeton – CAPS
- 7) DEPARTMENT REPORTS:
 - A. Sheriff
 - B. Public Works
 - C. Administration
 - D. Library
 - E. Court
 - F. Council
- 8) CITIZEN COMMENTS (Non-agenda & Agenda items)
 - ✦ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.
- 9) LEGISLATIVE:
 - A. O 738: Emergency Preparedness Committee Modification (Second Reading)
 - B. O 739: Garage Sales (First Reading) (Emergency)
 - C. O 740: Trailer Homes & Recreational Vehicles (First Reading)

This Agenda is a list of the subjects anticipated to be considered at the meeting, but the Council may consider additional subjects as well. The location of the meeting is accessible to physically challenged individuals. Should special accommodations be needed, please notify City Administrator S. Scott McDowell at (541) 466-5880 in advance. Thank You.

- D. R 704: Linn County Commissioners & WCMF
- E. R 705: State Revenue Sharing
- F. R 706: Annual Worker's Compensation Declaration

10) ACTION ITEMS

- A. Pioneer Picnic Letter
- B. OLCC Renewals
- C. Linn County Sheriff's Office Contract
- D. Linn County Fair Banners

11) DISCUSSION ITEMS:

- A. March Financials

12) CITIZEN QUESTIONS & COMMENTS

- ✦ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.

13) COUNCIL QUESTIONS & COMMENTS

14) EXECUTIVE SESSION *(If Necessary)*

- Oregon Revised Statutes, Chapter 192.660 governs the conditions for a public body to convene in an Executive Session. The City will invoke Section (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

15) ADJOURN

This Agenda is a list of the subjects anticipated to be considered at the meeting, but the Council may consider additional subjects as well. The location of the meeting is accessible to physically challenged individuals. Should special accommodations be needed, please notify City Administrator S. Scott McDowell at (541) 466-5880 in advance. Thank You.



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March 26th, 2013

ROLL CALL: Mayor Ware called the meeting to order at 7:00 p.m. with Councilors Shepherd, Chambers, Gerber, Cole, Boyanovsky, and Van Sandt present. City Administrator Scott McDowell, Public Works Director Karl Frink, and Administrative Assistant Tammi Morrow were also present.

PUBLIC: Mike & Sharon Rodolf, and George Frasier.

ADDITIONS AND DELETIONS: Mr. McDowell stated that he would like to add an Action Item F to the agenda. This item requests authorization to advertise the Calapooia Water Line Project.

MINUTES: Council reviewed the minutes of the February 26th, 2013 meeting. *Councilor Gerber moved to approve the minutes with a correction on page 2 changing "cliff life" to "cliff like." The motion was seconded by Councilor Cole and was approved unanimously.*

PUBLIC HEARINGS OR PRESENTATIONS:

Mike Rodolf was present to give input on the upcoming RV legislature. He stated that the City had dealt with this issue in the past, and that if the City were to allow people to start living in their RV's, he was concerned about the problems that would create. Council assured him that the intent of the new Ordinance is *not* to allow folks to live in RV's long term within the City limits. Mr. Rodolf stated that he understood that there would be some exceptions such as hardships, construction, etc. He thanked the Council for hearing his concerns and left.

DEPARTMENT REPORTS:

1. **Sheriff's Report.** (Sheriff's Report was heard at 7:37 p.m. as Officer Brad Kelley was out on a call during his regular time slot. Projects in progress continue to be the Willamette County Music Festival operations plan, budget, etc. Council inquired into the ongoing presence of Conald Peterson in the community. Officer Kelley replied that to his knowledge, Mr. Peterson has broken no laws, and has not been reported to be dangerous. The best policy would be to avoid confrontations with him and to contact the Sheriff's office as needed.
2. **Public Works.** Mr. Frink reported that Public Works is going well. He also reported that the City is currently discharging at the North Plant and this will continue until the end of April when the permit expires. The Public Works Crew has been busy power washing sidewalks around town. In the Park they have completed the shelving in the restrooms and resealed the bathroom floors. Mr. Frink reported that the Park will be opened this Friday, March 29th, in time for the annual Easter Egg Hunt. Councilor Boyanovsky stated that after the Council City Tour on March 23rd, 2013, that he was very impressed with how clean and organized the Public Works facilities were. Kudos to Mr. Frink for doing such a great job.



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3. Administrator's Report. Mr. McDowell reported on the Willamette Country Music Festival (WCMF) progress. He was the City representative at the last meeting with the Linn County Commissioners on April 10th, 2013; the permit was tabled until the next meeting. Mr. McDowell will ensure that the letter of support drafted from the City and the Chamber of Commerce will be reviewed at the next meeting, thereby making it a part of the public record. There was an additional meeting with the Brownsville Chamber and various businesses on April 20th, 2013. Anne Hankins and Don Leber were very encouraged with the turnout and the support for the Festival by the Chamber, City and community. Mr. McDowell complimented Council on their support of the Festival. The WCMF is a financial boon for other organizations within our community such as the Fire Department, Central Linn High School, Sharing Hands, and many various local retail businesses and restaurants. Mr. McDowell reminded Council of the upcoming budget meetings scheduled for April 25th, May 2nd, May 9th, and May 16th, if needed. The latest news on the Kirk Avenue work and paving from Darrin Lane is that the financial picture at the County has changed. Kirk Avenue is still expected to be one of their future projects, it is just unclear at this point when the project will commence. He is asking for patience from the City. If the City would like to move forward sooner, there may be other options such as forming a local improvement district (LID) and assessing the costs to the affected properties. The Council seemed content to exercise patience at this time. The planning for the Calapooia Crossing project is going well. Mr. Frink has done a great job in relocating some hydrants and other appurtenances. Mr. McDowell would like Council to approve the advertisement for project bids at the April Council meeting so that bids could be received and evaluated with a recommendation for Council for bid award at the May meeting. Ideally the project should start about July 8th, and be completed within the summer months, depending on the contractor's schedule. Alternately, a September start date could work, with the project completion in late fall, before the water begins to rise in November. The South Oak Street project has been completed, and the overlay looks good. Mr. McDowell cautioned the Council to keep in mind that our roads are unique and that to do structurally sound paving job would entail digging the road out, reconstructing the road base and installing proper storm drainage. Projects such as these are not financially viable, but the pavement overlay looks good and should last for several years. One resident is allowing their water to be pumped out onto the street. The County will be here tomorrow (March 27th) to clean the bridge. Mr. McDowell asked the Councilors when a good time to reschedule the Goals Setting session. By consensus, the Council agreed on Monday, April 1st, in Council chambers.
4. Library Report. No comments.
5. Court Report. No report this month.
6. Council Comments. No Councilor comments at this time.
7. Citizen Comments. No citizen comment at this time.



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LEGISLATIVE:

1. O 738: Emergency Preparedness Committee Modification (First Reading). A motion was made by Councilor Gerber to read O 738 by title only. The motion was seconded by Councilor Cole, and the motion passed unanimously. Councilor Cole asked if the Council was sure that they wanted these appointments to be made by the Administrator only? She wondered if Mayor Ware would like to have a hand in the appointments. Mayor Ware stated that he was fine with the Administrator solely performing this function. Mr. McDowell provided a report and stated that the Charter allows the Administrator to execute ad hoc committees. He also stated that as these positions are appointed not elected, there will be no need for advertising. Mr. McDowell knows of 7-8 interested people at this time.
2. R 702: Commitment to Safety Committee. A motion was made by Councilor Cole to approve R 702. The motion was seconded by Councilor Van Sandt, and the motion passed unanimously.
3. R 703: Budget Transfers. A motion was made by Councilor Cole to approve R 703 regarding budget transfers. The motion was seconded by Councilor Van Sandt, and the motion passed unanimously.

ACTION ITEMS:

1. Pioneer Picnic Road Closure Request. A motion was made by Councilor Cole to authorize the Pioneer Picnic Association to close City roads on June 21st and 22nd for parade routes. The motion was seconded by Councilor Chambers, and the motion passed unanimously.
2. Park Board – CL Rec Association (CLRA) Fundraiser Request. The Park Board is recommending that the Central Linn Rec Board be allowed to provide firewood to campers at Pioneer Park for fundraising purposes. The Rec Board would provide wood bundles and work with the Park Caretakers for the sale and collection of funds. Mr. Frink expressed concern about the additional burden this might put on the already overworked Park Caretakers. CLRA President George Frasier was present to answer any questions and informed Council that all of the details have not been worked out yet, rather CLRA is asking for City permission before proceeding further. Councilor Cole inquired whether the Park caretakers were able to handle cash. Council was reminded that collections are a part of their duties. Logistics will need to be worked out included liability issues. Councilor Shepherd made a motion to grant permission to the Central Linn Recreation Association to provide firewood to the campers at Pioneer Park as a fundraising activity with the provision that the City receives appropriate legal and insurance approval. Councilor Boyanovsky seconded the motion, and the motion passed unanimously.
3. Linn County Clerk Contract. Mr. McDowell informed Council that Ms. Jan Henry will be retiring at the end of November 2013. She has expressed interest in



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continuing to work for the City of Brownsville as the Court Clerk in a part time capacity. After a meeting with Judge Lemhouse and Ms. Henry, Mr. McDowell would like to recommend to Council that an MOU be initiated with Ms. Henry. The IGA that the City currently has with Linn County would stay in place with an adjustment in paragraph 5 that would allow the City to request extra help if the need arises. This should be a seamless transition if all parties are in agreement. The Council agreed to an MOU and requested Mr. McDowell to continue the process.

4. Meals on Wheels Participation. Mr. McDowell reminded Council of the annual contribution the City has typically made of \$1,000 to the Meals on Wheels program as provided through the Cascade West Council of Governments and asked if they wished to contribute this year. *Councilor Cole moved to approve this annual contribution in the amount of \$1,000. Councilor Chambers seconded the motion, and the motion was voted on and passed unanimously.*
5. Authorize Planning Commission Member Advertisement. *Councilor Gerber moved to approve the Planning Commission Member Advertisement. Councilor Van Sandt seconded the motion, and the motion was voted on and passed unanimously, with Mayor Ware abstaining from the vote.*
6. Authorize Calapooia River Crossing Project Advertisement. *Councilor Cole moved to authorize the Calapooia River Crossing Project Advertisement. Councilor Van Sandt seconded the motion, and the motion was voted on and passed unanimously, with Mayor Ware abstaining from the vote.*

DISCUSSION ITEMS:

1. O 739: Garage Sales. Mr. McDowell included in the packet a draft Ordinance dealing with garage sales. Council seemed happy with the proposed Ordinance. Next month the Ordinance will have its first reading, and can be passed as an emergency if needed. Councilor Cole would like to see an ad in the paper when the Ordinance is passed so the public is informed of the changes.
2. O 740: Trailer Homes & Recreational Vehicles. Mr. McDowell went over the details of the Ordinance. This Ordinance will require a permit, but it will be a no cost permit at this time. Caveats within the Ordinance would be folks building a new house, temporary visitors and certain hardship cases; more details will be worked out upon Council approval. We currently have 2 cases that need to be addressed by this Ordinance. Councilor Gerber commented that the language in paragraph 5 is somewhat confusing. Council asked that paragraph 5 be removed from the proposed Ordinance.
3. Zoning Permits. Mr. McDowell informed Council that this project has been put on hold for the moment. Eventually it would be great if the City would create a zoning code manual that includes all necessary zoning procedures. He would like an outside agency to come in and put it all together, which includes what we currently have and what we *don't* have as well. McDowell suggested putting some funding in the budget to complete this project this upcoming fiscal year.



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4. McFarland Cascade. Mr. McDowell informed Council that McFarland Cascade came in a couple of weeks ago and said they are moving forward with their Conditional Use they acquired a few years ago on the property out on Highway 228. Mr. McDowell will address a few issues such as landscaping concerns when the new equipment arrives and production is more underway.

CITIZEN COMMENT: No citizen comments at this time.

COUNCIL COMMENTS: No Council comments at this time.

EXECUTIVE SESSION: The Council adjourned to Executive Session at 8:05 p.m. pursuant to ORS 192.660 Section (e) and (i).

Mayor Ware & Council returned to Regular Session at 8:16 p.m.

ADJOURNMENT: Councilor Van Sandt moved to adjourn, with Councilor Chambers seconding the motion. The meeting was adjourned at 8:17 p.m.

City Administrator S. Scott McDowell

Mayor Don Ware



City Administrator Report

April 23rd, 2013

From: S. Scott McDowell
To: Mayor & Council
Re: General Business

Community After School Program (CAPS) – Cass Templeton provided the enclosed information for your review. Ms. Templeton is requesting \$5,000 for the continuation of this program on behalf of the Central Linn School District.

O 738: Emergency Preparedness Committee Modification (Second Reading)
– Modifies the Committee as discussed at previous Council meetings.

O 739: Garage Sales (First Reading) – I wanted to point out a few items of interest for Council's consideration. The points include: **Section 2. Number of Garage Sales.** No person or household shall hold more than five (5) sales in a calendar year. A calendar year begins January 1 and ends December 31. If members of more than one residence join in holding a garage sale, then such sale shall be considered as having been held for each and all such residences; and **Section 6. Signs. (3) Right-of-way.** No "On" or "Off" premise sign shall be placed in the public right-of-way.

What is being asked of Council?

Council may choose to reconsider some of this language. Council does not have to pass this as an emergency ordinance and can make changes the night of the meeting. The City will not be tracking the five sales in the calendar year, this language is just in case someone tries to abuse the process.

O 740: Trailer Homes & Recreational Vehicles (First Reading) – The item of interest for this particular ordinance is in regards to **Section 2. Maximum Time Periods.** The City may want to consider a maximum of sixty (60) calendar days per year if a permit is filed in accordance with this legislation.

What is being asked of Council?

Council may choose to reconsider some of this language. Council does not have to pass this as an emergency ordinance and can make changes the night of the meeting.

R 704: Linn County Commissioners & WCMF – The Linn County Commissioners passed a motion on April 10th, 2013 to grant the mass gathering permit that will allow the Willamette Country Music Festival to operate this year with the attendance being limited from the proposed 18,000 ticket holders per day to 15,000 ticket holders per day. The hearing was not very professional. A very well thought of person from the Brownsville area exclaimed, "You could not explain what happened (at the hearing) using the English language... you had to be there and see it with your own eyes to

believe it." Commissioner Nyquist dwelled on the Festival's lost child policy that they had implemented last year. Three children were "lost" during the Festival and all were retrieved within twenty (20) minutes of being reported Festival officials. Nyquist was requesting that pictures be taken of all the children attending the Festival and spent an inordinate amount of time micromanaging the logistics of this process. Nyquist also mentioned the fourteen (14) calls from the Festival in 2011, cautioning and challenging event organizers about this number.

The WCMF has entered into a law enforcement agreement with the Linn County Sheriff's Office, an emergency agreement with Sweet Home Ambulatory service, worked out the details with the Brownsville Rural Fire District for ambulance and fire protection services and located a mobile hospital on the site for the three days. It should be overtly clear that everyone at Bi-Mart and WCMF are doing everything they can to make the event safe and fun for all. This year they have added additional, professional security along with bolstering the Linn County Sheriff's Office contract.

Commissioner Nyquist was extremely concerned about the traffic on OR 228 even after ODOT required the WCMF to hire a traffic engineer to review all of their traffic plans. ODOT also *executed the permit* with conditions. Nyquist cited this as his reason for voting against issuing the mass gathering permit. Commissioner Lindsey doesn't want the concert to have 60,000 ticket holders like Bonnaroo in Tennessee. Lindsey feels like the County does not have the proper services for such an event even though County staff is indicating to the contrary.

What is Council being asked for?

Passing this Resolution shows support for the Festival. If Brownsville is interested in having the Festival long-term, it is important to take action. Staff has talked with the Chamber of Commerce and other affected parties and stakeholders to gather letters of support for the Festival. Council will be asked to consider a motion that would have the Mayor and Council President deliver the information to the Commissioner's Office.

R 705: Verifying Services for State Revenue Sharing (DAS) – This is an annual resolution required by the Department of Administrative Services. The resolution serves notice to the Department that the City is providing the required basic public services in order to be eligible to receive State Revenue Sharing dollars.

R 706: Annual Worker's Compensation Declaration – This is an annual requirement of CIS if Council should choose to continue to cover all of the City's volunteers in the event of an accident. Brownsville has provided this coverage for a very long time. Most cities and counties in the State provide this coverage for their volunteers.

Annual Linn County Pioneer Picnic Letter – Park Board approved this draft of the annual letter the City forwards to the Linn County Pioneer Picnic Association. Mrs. Leisa Keyser has reviewed the letter and is in agreement with its contents.

What is Council being asked for?

Council is being asked for a motion to forward this letter to the Association.

Annual OLCC Renewals – It is time once again to consider input for the liquor licenses in town. As you may remember, the City is required to take no action. Council has requested a cover letter supporting the local establishments be sent back to OLCC (Oregon Liquor Control Commission) in the past.

Linn County Sheriff's Office Contract – Enclosed is the annual law enforcement contract from Sheriff Mueller. The 5% increase is the same as last fiscal year. The Linn County Sheriff's Office provides outstanding law enforcement services to the City.

What is Council being asked for?

Council is being asked to authorize the Mayor and City Administrator to execute this contract as necessary.

Linn County Fair Banners – Mrs. Jan Taylor of the Fair & Expo Board has requested permission to hang Fair banners on the two Welcome signs coming into town along OR 228. They would like taking the banners after the Picnic banners are taken down. The Fair runs from July 19th through July 22nd.

What is Council being asked for?

Council is being asked to approve or deny this request.

McFarland Cascade Development – Elizabeth Coleman and I will be meeting with the Planning Commission to discuss some of the particulars regarding this future development. I should have an oral report for Council.

Chamber of Commerce & Willamette Country Music Festival – Chamber President Aimee Addison, Sharon McCoy and I met with the appropriate folks to discuss doing the shuttle again this year. The group is waiting on the School to help figure out the numbers for this year's event so we can finalize the agreement. Off-site parking at the High School was also discussed, however, neither side is ready to implement this idea this year.

Central Linn Rec Center Fundraiser Update – President George Frasier and I met to discuss logistics of selling firewood, not fireworks as reported in *The Times*, in the Park this summer. There were a few liability concerns for the Rec Center and the best solution seems to be to have the wood sold at places like Chevron, Brownsville Body Shop & Dari Mart. By doing this, of course, it does not require City personnel nor storage of the material.

Linn County Court Clerk Contract Update – The City is still waiting on the County for further instruction.

From last meeting: I am recommending modifying this contract so that the City can enter into an agreement with Mrs. Jan Henry for court clerk services. Mrs. Henry plans to retire in November 2013, but would still like to provide services to the City. Judge Lemhouse and I are currently reworking the contract with the County. By reworking the contract, the City will have possibility of returning to the IGA at any point in the future.

Meals on Wheels Participation – The City has forwarded the \$1,000 check as instructed by Council.

Planning Commission Member Advertisement – The City has received no interest. Please talk to folks you know who may be interested.

Park Board Member Advertisement – The City has received no interest. Please talk to folks you know who may be interested.

Zoning Permits – *From last meeting:* I recommend holding this issue to the Fall due primarily to time constraints.

Budget Committee – The Committee will consist of the same members as last year. The Committee is set to begin on April 25th, 2013 at 7:00 p.m. in Council Chambers. The Committee has scheduled May 2nd & 9th to complete their business. May 16th is only if necessary. The Calapooia Crossing project will be using considerable resources for this upcoming fiscal year.

Flower Baskets & Gateway – *From last meeting:* The City got a terrific price from our contractor, Don Sprague (Hubbard, OR), to custom build the flower basket brackets. The brackets have been picked up and are ready for Public Works to work their magic.

Water Plant Improvements & The Automation Group – Components have been ordered for the installation.

Darrin Lane & Kirk Avenue – *From last meeting:* I had an extensive conversation with Linn County Road Master Darrin Lane recently. Mr. Lane gave a brief history of the Kirk Avenue concept, to which I have added a little research, which is as follows:

March 5th, 2001: Kirk Avenue is initially discussed at Council meeting with Mr. Lane and the County Commissioners. County must determine how to turn a City street into a County road in order to expend funds for the proposed improvements.

Spring 2002: The County indicates to the City that it is possible for the County to deem Kirk Avenue a County interest based on Mc Kercher Road. The City starts planning for drainage projects.

October 2006: The City completes the Galbraith Street storm sewer project.

February 28th, 2008: Linn County Road Master Darrin Lane discusses the logistics of Kirk Avenue with Council. Survey crews are sent to town shortly thereafter to work on a rough design. There are several rules and requirements and multiple property issues that are cause for concern for any proposed construction project.

Meanwhile, County Staff is working on developing the Gateway project in conjunction with the Oregon Department of Transportation. City Staff is focusing on the multimillion dollar Wastewater project. The Economy starts falling apart. The Veterans Hospital is announced in Lebanon. Linn County Commissioners move a whopping \$19,000,000 out of the Road Department's funds to assist with the development. The

Commissioners have also taken a \$2,000,000 from the Road Department to assist the Sheriff's Office funding issues. The Road Department is not as financially stable as it was in 2001 or even 2007 for that matter.

2009-2010: Several update conversations.

January 2011: Council asks for an update. The County indicates that they will not start a new project until the Gateway project is complete.

June 2012: Council decides to scale back the project to an overlay.

June 22nd, 2012: Staff meets with Mr. Lane who felt that the first block from Main to Averill could be done with curbs and sidewalks. The rest of Kirk Avenue could be an overlay. Mr. Lane projected the cost to be between 600,000 & \$800,000. Lane indicated that in the next year or two the County would probably be able to get this project. Lane also indicated at that time that the City would not need to financially participate, if we could be patient.

Mr. Lane indicated that his Department is currently overloaded with Federal bridge projects. The County is still interested in helping the City but timing is difficult.

Outcome

If the City is in a hurry to get the project completed, they can set up a local improvements district (LID) and assess the costs to the affected properties or the City can wait until it is budgeted in Linn County's budget.

What does Council want to see on Kirk Avenue? Overlay or reconstruction?

From the September 4th, 2012 meeting: Darrin Lane Stopped for a visit on August 7th and indicated that County Engineer Chuck Knoll is working on the subsurface investigations.

Water Master Plan Update – No news from the State.

GR 12 Update – The City will be organizing a conference call with Wyatt Rolfe from Schroeder Law, Jon Erwin and City Staff to discuss the latest information received from Ann Reece of the Water Resources Department. *From last meeting:* Erwin Consulting is busy developing a plan to reintroduce this well east of the Main Street bridge. Now that the Water Master Plan has been submitted and the Calapooia Crossing water line project is underway, they can begin to focus on the details surrounding this important project.

Planning Update – Several property owners have been in for miscellaneous permits and the like.

Staff Training – Karl, Jannea & I continue to bring along new personnel. Evaluations will be happening over the next few weeks.

Calapooia Crossing Update – The project has been put out to bid as discussed and authorized at the last Council meeting.

Finance Outcomes – *From last meeting:* The City is working on developing a proposal to hire Boldt, Carlisle & Smith to reconcile the general ledger for the current fiscal year. Staff spent the better part of the last weekend working on this important project. Staff is confident that with the appropriate support from BCS we should be able to get everything back in line.

VLC Update – The VLC meeting will happen after the Council meeting this month.

From the last two meetings: The group has put together an RFP for tourism related services. They will be discussing the RFP at the next meeting will be on December 4th, 2012 in Lebanon. The Coalition is still working diligently on bolstering awareness for the Trails to Linn website (<http://trailstolinn.com>). The group is also very focused on developing a strategic plan for the next 3 to 5 years and is discussing the possibility of working with the Linn County Commissioners on tourism development issues. The group has met continuously for over four years.

Canal Company Update – Canal Company Leadership is still working on legal representation, official tax status and setting a date for their annual meeting.

From last meeting: As reported at last Council meeting, Canal Company Attorney Deb Dyson has stepped down as their attorney citing a change in her law practice. I am still waiting to hear from the Canal Company to determine who their new attorney will be and if they have remedied the issue regarding their IRS status.

Calapooia Watershed Council – *From last meeting:* The Council recently reported that they have enough money for a sign in Pioneer Park. If the City is willing to install the sign, they are willing to have it constructed. The City should be receiving a proof of what the sign looks like in the near future.

Central Linn School Meetings – *From last meeting:* Superintendent Brian Gardner is working toward getting this committee back together for discussions involving school related issues. Mayor Ware, Councilor Shepherd and Councilor Van Sandt represented Brownsville last year. The original idea was to bring members from Halsey, Brownsville and the School Board together to discuss common issues and identify ways to improve the School District.

Mill Race Historic Places – *From last meeting:* I've included an e-mail string between Joni Nelson, Councilor Cole and myself about information as it could relate to the Canal Company and have financial implications for the City.

Linn County Flag Pole – *From the last several meetings:* Mr. Dominguez is working on the details.

Willamette Neighborhood Housing Services Update – *From last meeting:* The Board recently passed a few changes to enable WNHS greater flexibility in helping clients. The City also features their information downstairs in the foyer and on the website. The group is asking Linn County to be the sponsor of the new grant application.

I've enclosed some information for your review from the meeting last week. They would like to get the word out on a few programs that will help stave off foreclosures. Please refer citizens to the following websites for more information:

<http://www.oregonhomeownersupport.gov> & <http://w-nhs.org>

Several things are being discussed that will affect the future financial well-being of WNHS and the partnership with LCHRP (Linn County Housing Rehabilitation Program.) WNHS provides many home rehabilitation services and counseling for those in need.

Respectfully Submitted,



S. Scott McDowell



Public Works Report

April 18, 2013

Karl Frink, Public Works Superintendent

Water:

- *Billing Support*- Follow through on customer service support and requests.
- *Meter reading* – Water meters have been read for the month of April.
- *Distribution System* – No leaks this month! We will begin flushing fire hydrants once the water plant is switched over to the river.
- *Cross Connection Program*- I continue to work on the annual inspections of the water system to identify and correct any unsafe condition that may exist.
- *Water Treatment Plant* –The emergency response plan and operations and maintenance manual are under construction. The computer SCADA system and PLC upgrades are under way, I spoke with The Automation Group, they will be tentatively here May 15th to install the new equipment.

Sewer:

- *North Lagoons* – The discharge from this facility is complete and the facility is ready for summer. We discharged an additional 12.617 million gallons from this facility. We will be spraying weeds at this facility as weather allows.
- *South Lagoons*- Discharge from this facility began April 8th, and will continue to discharge until April 20th. The flow proportioning valve for the chlorine feed malfunctioned due to a sheared machine screw in the gear mechanism. The needed repairs have been made and the valve is now operating correctly. We will be spraying weeds at this facility as weather allows.
- *Collection System*- There were no sewer problems this month. Preparations are under way to clean and video inspect portions of the collection system for any begin to clean and video inspect the older portions of the collections system to identify areas in need of repair and/or maintenance work. This work is best performed in the winter time when the water table is up, so Inflow and Infiltration can be located and identified for repair.
- *Misc.*- Nothing further to report at this time.

Streets:

- *Mowing/Tree Maintenance* – Trees are trimmed on an as-needed basis.
- *Asphalt/ Gravel Road Maintenance* – We will be grading the city streets in late April and applying gravel to all streets as needed.
- *Storm Drainage* – Public Works will be cleaning all of the City's catch basins in the next few weeks.

Parks:

- *Pioneer Park* –The park was opened up to the public on March 29th. All of the facilities have been de-winterized and ready for use. We have experienced several episodes of vandalism in the park, primarily in the pavilion area with spray paint and general destruction of the facility. The spray paint has been removed and new materials ordered to repair the mangled screens and other items. The park is mowed

weekly and maintained weekly. The playground area has been replenished with wood chips.

- *Blakely Park* – This facility is mowed every week. The boxwood shrubs have been removed, the ground leveled and re-seed with grass. We will be replenishing the playground wood chips the week of April 22nd.
- *Kirk's Ferry Park* – Mowing has begun. We will be installing the new basketball poles/hoops over the next few weeks.
- *Remington Park*- Mowing has begun at this park.

Cemetery:

- *Grounds* – The cemetery has been cleaned up of tree limbs and debris. We have mowed the cemetery twice this last month and will be mowing the cemetery again on April 22nd. We will be weed eating the entire cemetery once the mowing is complete.

Library:

- *Grounds*- Mowing has begun at this facility.
- *Buildings*- Nothing to report this month.

Downtown

- *Restrooms* – This facility is cleaned every Friday, or more often needed.
- *Garbage cans* – Down town garbage cans are emptied every Friday, or more frequently as noticed.
- *Parking Lot* – Nothing to report this month.
- *Misc.* – The flower basket hangers have arrived and we will be installing the brackets along Main Street in the next couple weeks.

City Hall:

- *Buildings*- Several light bulbs and small maintenance items have been identified and repaired. Two broken window panes have been replaced.
- *Grounds* – The area behind City Hall has been weeded and a pre-emergent herbicide applied to help control weeds in this area.
- *Community Center*- Several light bulbs and small maintenance items identified and repaired.

Rec. Center:

- *Grounds*- Mowing has begun at this facility.
- *Buildings*- Public works will be painting the new gutters soon if weather allows. One window pane has been replaced. One pane is broken and will be repaired soon.

Public Works:

- *Grounds*- This facility is mowed every week.
- *Buildings*- Cleaning and organizing continues as time allows.
- *Misc.* – Preventative maintenance is being performed on all the vehicles and equipment. All of the equipment at public works has been repaired and ready for use.
- The seasonal positions have been filled. One position starts May 1st for public works, the other position starts June 3rd and will primarily work in the park.
- I recently retested and passed the testing for my pesticide applicator's license.



LINN COUNTY SHERIFF'S OFFICE

Tim Mueller, Sheriff

1115 SE Jackson Street, Albany, OR 97322

Phone: (541) 967-3950

www.LinnSheriff.org

2013

MONTHLY REPORT TO THE CITY OF BROWNSVILLE FROM THE LINN COUNTY SHERIFF'S OFFICE

FOR THE MONTH OF:

MARCH

TRAFFIC CITATIONS: -----	3
TRAFFIC WARNINGS: -----	6
TRAFFIC CRASHES: -----	0
ADULTS CITED / VIOLATIONS: -----	0
ADULTS ARRESTED: -----	2
JUVENILES CITED / VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED: -----	39

TOTAL HOURS SPENT IN:	BROWNSVILLE	244
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70 PERCENT COVERAGE OF TWO DEPUTIES PER MONTH= 202 HOURS

**Tim Mueller,
Sheriff, Linn County**

By: Sgt. Brad Kelley

CAD Call#	ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	STREET #	ADDRESS	CITY	DESCRIPTION
130900191	3/31/13	16:24:48	SECURITY CHECK	502	HENSHAW DR	Brownsville	MDT Narrative Update
130890325	3/30/13	20:53:42	TRAFF-DUII	200 N MAIN ST		Brownsville	CITE ISSUED - DUII
130890325	3/30/13	20:53:42	TRAFF-DUII	200 N MAIN ST		Brownsville	Incident Report
130890245	3/30/13	17:19:11	VACATION CHK	502 HENSHAW DR		Brownsville	No Additional Report Necessary
130890230	3/30/13	16:28:09	DOG COMPLAINT	715 KIRK AV		Brownsville	No Additional Report Necessary
130890115	3/30/13	9:16:49	Trf Citz Compl	100 SPAULDING AV		Brownsville	No Additional Report Necessary
130880245	3/29/13	16:56:07	SECURITY CHECK	502 HENSHAW DR		Brownsville	MDT Narrative Update
130880039	3/29/13	4:05:04	SECURITY CHECK	502 HENSHAW DR		Brownsville	No Additional Report Necessary
130870321	3/28/13	21:03:40	JUV-COMPLAINT	200 N MAIN ST		Brownsville	No Additional Report Necessary
130870216	3/28/13	14:35:33	NARCOTICS OFF	206 N MAIN ST		Brownsville	Incident Report
130870019	3/28/13	2:57:05	SECURITY CHECK	502 HENSHAW DR		Brownsville	No Additional Report Necessary
130850227	3/26/13	13:51:00	JUV-COMPLAINT	194 KIRK AV		Brownsville	No Additional Report Necessary
130850061	3/26/13	5:15:05	Trf Speed Viol	100 S MAIN ST		Brownsville	CITE ISSUED - AGRSSIVE DRIVE
130850016	3/26/13	1:21:37	TRAFF-DUII	231 PUTMAN ST		Brownsville	No Additional Report Necessary
130840290	3/25/13	17:58:26	Trf Speed Viol	811 N MAIN ST		Brownsville	WARNING - SPEEDING VIOLATION
130840059	3/25/13	6:35:14	Trf Aggressive Driver	811 N MAIN ST		Brownsville	CITE ISSUED - SPEEDING VIOLATI
130820315	3/23/13	22:29:35	Trf Equipment Viol	400 MOYER ST		Brownsville	WARNING - EQUIPMENT VIOLATIC
130820306	3/23/13	22:02:52	WELF CHECK	382 KIRK AV		Brownsville	No Additional Report Necessary
130810408	3/22/13	23:12:34	MINOR IN POSSESSION/AI	221 W BISHOP WY		Brownsville	No Additional Report Necessary
130810102	3/22/13	9:16:26	PROP-FOUND	220 S MAIN ST		Brownsville	MDT Narrative Update
130800023	3/21/13	3:24:36	SUICIDAL-SUBJECT	817 NORTHPOINT LOOF		Brownsville	No Additional Report Necessary
130770117	3/18/13	9:50:51	THEFT-RPT	154 PUTMAN ST		Brownsville	Incident Report
130770015	3/18/13	0:47:00	SUSP-VEHICLE	806 W BISHOP WY		Brownsville	No Additional Report Necessary
130760142	3/17/13	12:21:16	PERS-MISSING	221 E WASHINGTON AV		Brownsville	No Additional Report Necessary
130750333	3/16/13	22:17:15	Trf Speed Viol	600 N MAIN ST		Brownsville	WARNING - SPEEDING VIOLATION
130750095	3/16/13	8:26:02	BURGLARY REPORT	525 KIRK AV		Brownsville	No Additional Report Necessary
130740306	3/15/13	19:22:12	THEFT-RPT	27251 HUME ST		Brownsville	Incident Report
130740293	3/15/13	18:43:45	SUSP-VEHICLE	200 PARK AV		Brownsville	No Additional Report Necessary
130740112	3/15/13	10:18:02	THEFT-RPT	419 N MAIN ST		Brownsville	Incident Report
130730179	3/14/13	13:17:30	WELF CHECK	27899 SEVEN MILE LN		Brownsville	Incident Report
130720166	3/13/13	11:45:49	WELF CHECK	120 FIELDS CT		Brownsville	Incident Report
130710359	3/12/13	19:57:07	THEFT-RPT	217 E BISHOP WY		Brownsville	Incident Report
130710352	3/12/13	19:16:40	FRAUD	217 E BISHOP WY		Brownsville	No Additional Report Necessary
130710143	3/12/13	10:52:02	THEFT-RPT	419 N MAIN ST		Brownsville	No Additional Report Necessary
130700165	3/11/13	12:08:42	WELF CHECK	120 FIELDS CT		Brownsville	Incident Report
130690275	3/10/13	18:45:17	PHONE-HARASSMENT	400 KIRK AV		Brownsville	No Additional Report Necessary
130680219	3/09/13	14:48:07	DISTB-NOISE	200 SAGE ST		Brownsville	No Additional Report Necessary
130680133	3/09/13	10:13:14	THEFT-RPT	123 HOWE ST		Brownsville	Incident Report
130670378	3/08/13	23:13:43	SUSP-VEHICLE	200 N MAIN ST		Brownsville	MDT Narrative Update
130670234	3/08/13	15:01:00	Trf Speed Viol	300 WASHBURN ST		Brownsville	WARNING - SPEEDING VIOLATION
130670172	3/08/13	12:13:41	CRIM MISCHIEF	104 W BLAKELY AV		Brownsville	No Additional Report Necessary
130660405	3/07/13	23:00:57	FIRE ARMS COMPL	811 N MAIN ST		Brownsville	No Additional Report Necessary
130650189	3/06/13	13:41:19	FRAUD	105 W BLAKELY AV		Brownsville	Incident Report

PATRL_RPT#2 City Incident Report

CAD Call#	ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	STREET ##	ADDRESS	CITY	DESCRIPTION
130640083	3/05/13	9:05:37	WELF CHECK	27899	SEVEN MILE LN	Brownsville	Incident Report
130620012	3/03/13	0:42:08	Trf Seatbelt	401	HUME ST	Brownsville	WARNING - SEATBELT VIOLATION
130610165	3/02/13	10:35:40	Trf Equipment Viol	100	SPAULDING AV	Brownsville	WARNING - EQUIPMENT VIOLATIC
130600231	3/01/13	16:19:50	ELDER ABUSE	146	SPAULDING AV	Brownsville	No Additional Report Necessary
130600118	3/01/13	10:57:12	PROP-FOUND	411	N MAIN ST	Brownsville	Incident Report



Library Advisory Board
Librarian's Report

March 2013

Checklist: Book Tickets
Correct #s
Discard List
Librarian Report
Agenda
Minutes from last meeting
Financials

Here are a few facts about our library the month of March 2013. We have received 50 new books and one replacement book for the library. Volunteers donated * hours to our library. There were * materials checked out. * Non-fiction books; * adult fiction books; * large print books; * children's books; * junior books; * junior reference books and * audio materials.

Respectfully submitted,
Sherri Lemhouse,
Librarian

Topic Ideas

Interaction with patrons
Genealogy research
Leslie Haskin survey
Display change
Volunteers
Story Time with Craft
SRP
Game Night

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT
STATISTICAL REPORT FOR THE MONTH OF FEBRUARY 2013**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	59	3	1	61	
Violations	29	7	10	26	
Contempt/Other	0	0	0	0	
TOTALS	88	10	11	87	

BALANCE SHEET FOR THE MONTH OF FEBRUARY

Court Revenue

Court Payments

Total Deposits +	\$ 3,239.53	City	\$2,493.34
Total Bail Forfeits +	\$ -	Restitution	\$ 25.00
Total Bail/Bank Fees -	\$ -	Unitary Assessment	\$ 599.87
Total Bail Held -	\$ -	Linn County	\$ 53.79
* Total Refund/Rest -	\$ 67.53	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -

TOTAL COURT REVENUE	<u>\$ 3,172.00</u>	TOTAL COURT PAYMENTS	<u>\$3,172.00</u>
----------------------------	---------------------------	-----------------------------	--------------------------

Credit given for Community Service \$ -

Other Credit Allowed Against Fines \$ -

TOTAL NON-REVENUE CREDIT ALLOWED **\$ -**

TOTAL CASH PAYMENTS TO:

CITY	\$ 2,493.34
STATE	\$ 599.87
COUNTY	\$ 53.79
	\$ 25.00
*REFUND/RESTITUTION	\$ 67.53

ACCOUNTS RECEIVABLE:

BEGINNING	\$ 4,239.53
ENDING	\$ 3,793.67

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT
STATISTICAL REPORT FOR THE MONTH OF MARCH 2013**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	61	5	3	63	
Violations	26	7	20	13	
Contempt/Other	0	0	0	0	
TOTALS	87	12	23	76	

BALANCE SHEET FOR THE MONTH (MARCH

Court Revenue

Total Deposits +	\$ 5,518.85
Total Bail Forfeits +	\$ -
Total Bail/Bank Fees -	\$ -
Total Bail Held -	\$ -
* Total Refund/Rest -	\$ 746.15
Total NSF's -	\$ -

Court Payments

City	\$ 3,887.24
Restitution	
Unitary Assessment	\$ 854.58
Linn County	\$ 30.88
State Misc.	\$ -
DUII Surcharge	\$ -

TOTAL COURT REVENUE	<u>\$ 4,772.70</u>	TOTAL COURT PAYMENTS	<u>\$4,772.70</u>
----------------------------	---------------------------	-----------------------------	--------------------------

Credit given for Community Service \$ -

Other Credit Allowed Against Fines \$ -

TOTAL NON-REVENUE CREDIT ALLOWED \$ -

TOTAL CASH PAYMENTS TO:

CITY	\$ 3,887.24
STATE	\$ 854.58
COUNTY	\$ 30.88

*REFUND/RESTITUTION \$ 746.15

ACCOUNTS RECEIVABLE:

BEGINNING	\$ 3,793.67
ENDING	\$ 7,725.71

New Language

ORDINANCE NO. 738

AN ORDINANCE AMENDING TITLE 2, ADMINISTRATION & PERSONNEL, AMENDING SECTION 2.15 EMERGENCY PREPAREDNESS COMMITTEE OF THE MUNICIPAL CODE OF THE CITY OF BROWNSVILLE, OREGON;

WHEREAS, Title 2 of the Brownsville Municipal Code (BMC) defines an Emergency Preparedness Committee, and;

WHEREAS, the Council desires to replace the current language and definition as provided herein;

NOW THEREFORE, the City of Brownsville ordains as follows:

2.15.010 Establishment of the Emergency Preparedness Committee.

The Council of the City of Brownsville hereby establishes the Emergency Preparedness Committee (hereafter, the "EPC"). The EPC shall consist of seven members to be appointed by the City Administrator. Members shall be selected from the City and can be residents of the Brownsville Rural Fire District. At least one member of the EPC shall also be a member of the Brownsville Rural Fire Department. EPC members shall receive no compensation. [Ord. 730, 2010.]

2.15.020 Purpose.

The purpose of the EPC is to build relationships and heighten emergency awareness efforts to make the Brownsville area disaster ready:

- A. By creating a local plan for domestic and disaster preparedness, emergency response, disaster recovery and hazard mitigation in coordination with the Linn County Emergency Management Plan, the State and in accordance with the National Incident Management System (NIMS).
- B. By informing and encouraging citizens to participate in individual and family emergency preparedness measures.
- C. By working with public and private groups and organizations to mitigate hazards and to promote and foster community cooperation and awareness.

2.15.030 Terms of Committee – Vacancies.

EPC members shall serve a two-year term. The City Administrator shall fill any vacancies. Re-appointment is allowed.

2.15.040 Removal from Committee.

Appointments to fill vacancies shall be for the remainder of the unexpired term. A member may be removed by Council, after hearing, for misconduct or nonperformance of duty. A member who is absent for three consecutive, regularly scheduled meetings without the permission shall be in nonperformance of duty and the Council shall declare the position vacant unless finding otherwise following the hearing.

2.15.050 Quorum – Meetings.

A simple majority shall constitute a quorum. The members may make and alter rules, regulations and policy for its governance and procedures consistent with the laws of this

New Language

State, Federal and local ordinances. It shall meet at least once every three months, or quarterly, and at such times and places as may be fixed by the EPC. Special meetings may be called at any time by the Administrator or by a simple majority of members by serving a written notice upon each member by the City Recorder and posted at City Hall at least 24 hours before the time of the proposed meeting.

2.15.070 Records.

The EPC shall elect a Secretary, who need not be a member. The Secretary shall keep official minutes of all EPC proceedings.

2.15.090 Responsibilities.

The responsibilities of the EPC are to assist the Administrator in advising Council, Brownsville Rural Fire District Board and to work with Staff as follows:

- A. Developing and maintaining an Emergency Preparedness Plan;
- B. Defining goals;
- C. Implementation of priorities and strategies for accomplishing Emergency Preparedness and Planning goals;
- D. Determining logistics and developing working relationships with partners and stakeholders;
- E. Creation of public documents, both electronic and printed formats, designed to inform and encourage the general public;
- F. Recommendations on proposed emergency preparedness needs for operating and capital budgets.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR this ____
day of _____, 2013.

Mayor

City Administrator

ORDINANCE NO. 739

AN ORDINANCE ADDING TITLE 5, BUSINESS LICENSES AND REGULATIONS, SECTION 5.15, GARAGE SALES AND PROVIDING PENALTIES, TO THE MUNICIPAL CODE OF THE CITY OF BROWNSVILLE, OREGON;

WHEREAS, Title 5 of the Brownsville Municipal Code (BMC) defines Business Licenses and Regulations;

WHEREAS, the Council desires to add garage sale regulations;

NOW THEREFORE, the City of Brownsville ordains as follows:

Section 1. Definitions. For the purpose of this ordinance, the following terms shall mean:

(1) **Garage Sale.** General sales open to the public conducted from or on a residential premise in any residential district, or from a temporarily arranged site elsewhere within the City, for the purpose of disposing of personal property including, but not limited to, all sales entitled "garage, moving, lawn, yard, attic, porch, backyard, patio, basement," or other similarly intended nature.

(2) **Personal Property.** Property which is utilized, owned and maintained by an individual or by members of a residence and acquired in the normal course of living in or maintaining of a residence.

Section 2. Number of Garage Sales. No person or household shall hold more than five (5) sales in a calendar year. A calendar year begins January 1 and ends December 31. If members of more than one residence join in holding a garage sale, then such sale shall be considered as having been held for each and all such residences.

Section 3. Hours of Operation. Garage sales may only be held between the hours of 8:00 a.m. and 7:00 p.m.

Section 4. Number of Days. Garage sales may be held for no more than four (4) consecutive days. Any sale lasting for more than four (4) consecutive days shall constitute a nuisance under Chapter 8.30 of the Brownsville Municipal Code.

Section 5. Display of Sales Merchandise. Personal property offered for sale may be displayed within the residence, in a garage, carport, and/or in the yard of the residence; and only in such areas. No property offered for sale shall be displayed in any public right-of-way, sidewalk, alley, or street.

Section 6. Signs.

(1) **Off Premise.** All off-premise signs advertising the garage sale shall be in compliance with the City's sign ordinance.

(2) **On Premise.** A maximum of two (2) on-premise signs may be placed within the property of the sale.

ORDINANCE NO. 739

(3) **Right-of-way.** No "On" or "Off" premise sign shall be placed in the public right-of-way.

Section 7. Illegal Signs, Disposition. Signs found within the City which are unlawfully posted upon utility poles, regulatory signs or posts, or are placed on sidewalks, in the right-of-way, or any other area not allowed by this ordinance, are hereby declared a nuisance to public safety, as they detract from the driving public's attention to traffic signals as well as other vehicular and pedestrian traffic. Police officers may summarily remove posted signs as evidence of unlawful activity in preparation for prosecution. If no prosecutorial action is taken, the signs may be destroyed.

Section 8. Owner Presumption. In the enforcement of this ordinance, it shall be a presumption that an address or telephone number listed on any garage sale sign shall be that of the individual(s) responsible for posting the sign. In addition, any signs directing the public by way of arrows or other directional symbols or phrases to a particular residence shall be presumed to have been erected by the owner(s) or occupant(s) of said residence.

Section 9. Penalties. Any person violating any of the provisions of this ordinance shall be deemed guilty of a violation and, upon conviction for a first offense, shall be fined not less than \$25.00 nor more than \$250.00, excluding court costs and assessments. In addition, the court may assign to the convicted individual(s) appropriate community service not to exceed forty (40) hours.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR this ____ day of _____, 2013.

Mayor

City Administrator

New Ordinance

ORDINANCE NO. 740

AN ORDINANCE AMENDING CHAPTER 15, UNIFORM DEVELOPMENT CODE, AMENDING SECTION 15.105 MANUFACTURED HOMES AND RECREATIONAL VEHICLES OF THE MUNICIPAL CODE OF THE CITY OF BROWNSVILLE, OREGON;

The City of Brownsville does ordain as follows:

WHEREAS, Title 15 of the Brownsville Municipal Code (BMC) defines Uniform Development pertaining to manufactured homes and recreational vehicles, and;

WHEREAS, the Council desires to replace the current language and definition as provided herein;

NOW THEREFORE, the City of Brownsville ordains as follows:

Section 1. Definition. The terms "**trailer house**" and "**recreational vehicle**" as used in this ordinance shall include a trailer house, trailer coach, motor home, recreational vehicles (RV), auto home, camp car, camp trailer, boat trailer or camperette, and any unit used for living or sleeping purposes which is equipped with wheels or similar devices for the purposes of transporting said unit from place to place, by motor power or other means.

Section 2. Maximum Time Periods.

(a) No person shall use a trailer house for sleeping or living purposes or both sleeping and living purposes within the City of Brownsville for any period without obtaining a permit from the City, except in a mobile home park or trailer park. No one shall occupy a trailer home for more than three weeks or twenty-one days, except in a mobile home park or trailer park.

(b) No trailer house may be parked within the City of Brownsville, except upon the premises of the owner thereof in areas which provide vision clearance for street corner lots of a minimum of fifteen (15') feet and for an intersection of an alley and a street a minimum of seven (7') feet, and in mobile home parks and trailer parks.

Section 3. Wheel Removal. The removal of the wheels for the setting of a trailer coach on posts or footings shall not be considered as removing said trailer coach from the regulations affecting trailer coaches.

Section 4. Public Sewer Connection. It shall be unlawful for any person occupying or using any trailer coach or trailer house within the City of Brownsville to use any toilet, sink, lavatory or similar equipment therein, unless and except the same be connected with the public sewer or an approved septic tank, in accordance with the ordinances of the City of Brownsville relating thereto.

Section 6. Trailer Parks to Comply. There shall be no trailer park or camp established or operated within the City of Brownsville, unless the same shall have fully

New Ordinance

complied with all of the laws and regulations of the state of Oregon and ordinances of the City of Brownsville pertaining to the establishment and operation of trailer parks and camps.

Section 7. Penalty. Any person convicted of a violation of this ordinance shall be fined not more than \$200.00. Each day of violation shall constitute a separate offense.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR this _____
day of _____, 2013.

Mayor

City Administrator

CURRENT LANGUAGE:

15.105.030 Occupancy of recreational vehicles.

A. Occupancy of recreational vehicles is permitted in the LDR, MDR and HDR zones, subject to the following standards:

1. A person may occupy a recreational vehicle on private land with the consent of the owner of the land under the following conditions:

a. If the recreational vehicle is fully self-contained, it may be occupied for up to 30 days in any 90-day period on property occupied by, or contiguous to property occupied by, the owner of the property. An extension for a period not to exceed 15 days may be granted upon request and administrative review.

b. If the lot, tract or parcel of land upon which the recreational vehicle is situated has an area adequate to provide for parking the recreational vehicle so as not to infringe on any required setbacks in that particular zone, and all applicable standards of sanitation, water, plumbing and electrical and sewerage installations prescribed by the laws of this state and the rules issued thereunder, or set by local authorities, are met, the recreational vehicle may be occupied:

- i. For up to 120 days in any consecutive 12-month period on property occupied by, or contiguous to property occupied by, the owner of the property; or
- ii. By the owner of vacant property during the course of construction of a dwelling unit on the property, if a valid building permit is in effect for that dwelling unit. [Ord. 618 § 9, 1993; 1981 Compilation § 8-5:4.410.]

RESOLUTION NO. 704

A RESOLUTION REQUESTING THE LINN COUNTY COMMISSIONERS TO RECONSIDER THE ATTENDANCE CAP OF 15,000 TO 18,000 FOR THE 2013 BI-MART WILLAMETTE COUNTRY MUSIC FESTIVAL

WHEREAS, the Bi-Mart Willamette Country Music Festival has a proven track record of working extremely well with the City, the Chamber of Commerce, Sharing Hands, the Brownsville Rural Fire District and the Central Linn School District; and,

WHEREAS, the Bi-Mart Willamette Country Music Festival has made a dramatic, positive economic impact to local businesses; and,

WHEREAS, the Bi-Mart Willamette Country Music Festival has marketed Brownsville, Oregon and Linn County in promoting their Festival which adds tremendous benefit to the City and County in terms of tourism; and,

WHEREAS, the Linn County Commissioners take into consideration the health, safety and well-being of the patrons of this event, exercising their due diligence prior to granting any permit based on the Linn County Code and applicable State statutes; and,

WHEREAS, the Bi-Mart Willamette Country Music Festival has implemented every suggestion the Linn County Commissioners have required; and,

WHEREAS, the Bi-Mart Willamette Country Music Festival has an excellent track record with the necessary State agencies and enforcement of the State's rules and requirements; and,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, hereby requests that the Linn County Commissioners reconsider their decision on April 10th, 2013 to cap the event attendance at 15,000 and move to approve an attendance level of 18,000 for the 2013 event.

PASSED AND ADOPTED by the Council of the City of Brownsville this 23rd day of April, 2013.

ATTEST:

S. Scott McDowell
City Administrator

Don Ware
Mayor

R 704

Page 1 of 1

Commissioners OK country music festival permit

APRIL 11, 2013 8:30 AM • BY ALEX PAUL, ALBANY DEMOCRAT-HERALD

After nearly four hours of public comment stretched over two meetings, the Linn County Board of Commissioners Wednesday approved a one-year outdoor assembly permit for the sixth annual Bi-Mart Willamette Country Music Festival, capping daily paid attendance at 15,000.

Festival organizers had requested a two-year permit and increasing maximum daily paid attendance to 18,000 for the Aug. 16-18 event held at the Reed Anderson farm about three miles east of Brownsville.

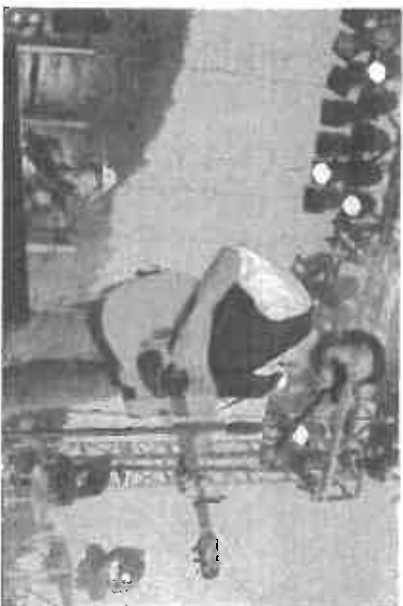
Voting in favor were commissioners Will Tucker and John Lindsey. Chairman Roger Nyquist voted no, citing concerns with the potential to see traffic backed up for miles on Highway 228, which has occurred in past years.

Organizers believe they will relieve traffic congestion by directing general admission ticket holders to an entrance on Courtney Creek Drive. The county road will hold a considerable number of vehicles and there will be at least two entry checkpoints into the parking area.

Reacting to issues surrounding alcohol in prior years, organizers have banned alcohol from the premises except in sponsored beer gardens. They acknowledged that enforcing the ban inside RVs will be difficult but believe not being allowed to sit around a campfire and drink after the concerts will make a major difference.

The festival is also adding another 1,700 man-hours of coverage by Elite Security and the Linn County Sheriff's Office. An onsite hospital tent will be staffed by Peace Health, and the Sweet Home Fire and Ambulance District will have an ambulance and medics on site. A helipad for emergency medical flights will be added.

Sweet Home Fire Chief Mike Beaver said there are 12 ambulances to serve more than 120,000 Linn County residents. Contingency plans with ambulance services in other counties are in place in case local ambulances are needed at the festival site.



"Last year, we had a very positive experience at the festival and it worked well," Beaver said. "I'd rather know where people are than have them scattered all over the county."

All three commissioners are concerned that while onsite camping is capped at 3,000 people, two privately-owned campsites on nearby farms are planned, each holding up to 3,000 people for a total of 9,000 campers. Although the festival can discourage alcohol at those sites, it has no authority to set rules for them, since they are privately owned and not officially part of the festival.

The commissioners believe the campsites would not be there without the festival and there needs to be some kind of cooperative agreement made among the parties.

"Large events all over the state impact people, but large events and tourism also contribute to a healthy economy. Willamette County Music Concerts and Bi-Mart spend months and months of due diligence in ensuring public safety," Anne Hankins, president of Willamette County Music Concerts, said after the meeting. "We will continue to improve the event and the experience ticket holders, neighbors and communities have of an event this size. The festival provides a significant economic impact to Linn County. WCMC and Bi-Mart will continue to work with Linn County Commissioners to address and improve the event each and every year."

RESOLUTION NO. 705

**A RESOLUTION VERIFYING SERVICES PROVIDED BY THE
CITY OF BROWNSVILLE IN ACCORDANCE WITH THE
DEPARTMENT OF ADMINISTRATIVE SERVICES
REQUIREMENTS FOR STATE-SHARED REVENUES**

WHEREAS, Oregon Revised Statutes (ORS) 221.760 provides as follows:

Section 1. The office responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police Protection,
- (2) Street Construction, Maintenance and Lighting,
- (3) Sanitary Sewer,
- (4) Storm Sewers,
- (5) Planning, Zoning, and Subdivision Control,
- (6) Water,
- (7) Library Services,
- (8) Municipal Court and
- (9) Parks;

WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, hereby certifies that it provides the following municipal services enumerated in Section 1, ORS 221.760:

- (1) Police Protection,
- (2) Street construction, maintenance and lighting,
- (3) Sanitary Sewer,
- (4) Storm Sewers,
- (5) Planning, zoning, and subdivision control,
- (6) Water Utility,
- (7) Library Services,
- (8) Municipal Court and
- (9) Parks;

PASSED AND ADOPTED by the Council of the City of Brownsville this 23rd day of April, 2013.

S. Scott McDowell
City Administrator

Don Ware
Mayor

RESOLUTION NO. 706

A RESOLUTION EXTENDING CITY OF BROWNSVILLE WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF CITY OF BROWNSVILLE.

WHEREAS, the City of Brownsville elects the following:

1. Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers listed on the attached Volunteer Election Form.
2. Non-public safety volunteers will keep track of their hours and have their assumed payroll reported in the correct class code for the type of work being performed using Oregon minimum wage; and
3. Court-mandated community service workers/inmates on work release may be covered for workers' compensation benefits by the sentencing court. Coverage will be determined prior to work inception and stipulated to in writing between the City of Brownsville and the respective sentencing court. Court-mandated volunteers will keep track of their hours and have their assumed payroll reported in Class Code 7720V using Oregon minimum wage; and
4. A roster of active volunteers will be kept monthly for reporting purposes. The City shall update the current list of volunteers utilizing the CIS Web portal. It is acknowledged that City/County Insurance Services (CIS) may request copies of these rosters during year-end audit; and
5. Unanticipated volunteer projects or exposure not addressed herein will be added onto the City of Brownsville's coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing it is hereby acknowledged that coverage of this type cannot be backdated.
6. An aggregate assumed annual wage of \$2,500 will be used per volunteer board, commission and/or council for the performance of their administrative duties.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, to provide for workers' compensation insurance coverage as indicated.

Introduced and adopted this 23rd day of April 2013.

ATTEST:

Don Ware, Mayor

S. Scott McDowell, City Administrator



**COMMUNITY BEFORE & AFTER SCHOOL
CHILD CARE PROGRAM (CAP)**

250 Broadalbin Street, Suite 255
PO BOX 1717, Albany, OR 97321
Phone: 541-967-9322
Fax: 541-967-8368
Email: capdctr@peak.org
Website: www.cap.peak.org

April 17, 2013

Dear City of Brownsville City Council and Budget Committee,

Our organization, the Community After-School Program (CAP) is asking for funding from the City of Brownsville to help support the child care program at Central Linn Elementary School. CAP at CLES is now in its third year of providing quality and affordable child care after school each day until 6:00pm and all day on Friday, from 6:45am to 6:00pm.

Currently there are 21 children enrolled in CAP with an average high attendance on any day during the week of 13 children in attendance. Not all children attend every day and some only attend on Fridays.

CAP provides a nutritious after school snack during the week and provides a morning and afternoon snack on Fridays. On Fridays children bring a sack lunch from home and we provide milk and/or 100% juice, along with any supplements that their sack lunch might need.

CAP provides a well-balanced calendar of age appropriate activities each month that include: Literature & Reading, Math, Health & Physical Education, Arts & Crafts, Science, Safety, Social Science & Civics and Speaking & Listening. Child Care regulations dictate that we must have a planned calendar in place at the start of each month and that it is posted for parents and children to see. All materials for the activities are purchased prior to the month.

In addition to planned activities, children have a choice in what they will choose to do. During free time they can play with toys, board games or just visit with friends. CAP also provides an after school homework and reading club sponsored by funding from Target Distribution.

Please see attached proposal and budget information. I would be happy to attend a Council or Budget Committee meeting and answer any questions you might have. Please feel free to contact me either by phone or email.

Sincerely,

Cass Templeton, Director

"Providing safe, affordable and quality child care for school-aged children."
501(c)(3) Non-Profit Organization (#93-0979294)

Proposal to the City of Brownsville
Request for Funding
September 2013 to June 2014
\$5,000.00 Request
Support for the Central Linn CAP Child Care Program
April 17, 2013

Contact Information:

Cass Templeton, Executive Director
The Community After-School Program (CAP)
250 Broadalbin Street, Suite 255 – Albany, OR 97321
Phone: 541-967-9322
Fax: 541-967-8368
Email: capdrctr@peak.org
Website: www.cap.peak.org
Federal Tax Identification Number 93-0979294

Description and purpose of organization:

The Community After-School Program (CAP) is a non-profit 501-(c)(3) **child care** organization with a **Mission** to provide quality child care at affordable prices to working and student parents and families.

Our **Goal** is to increase opportunities for children to benefit from constructive activities supervised by responsible adults and to reduce the number of children alone or in poorly supervised situations during non-school hours, reducing the risk factors leading to adolescent problem behaviors.

CAP provides services to families with children between the ages of five and twelve years. These families include working and student parents, single parents, grandparents raising their grandchildren and other guardians of children.

CAP is the only state certified child care program offering care before and after school with a sliding fee scale and family discounts, providing service to every socio-economic level of the community.

The Community After-School Program (CAP) seeks funding to continue to provide quality care at affordable prices to families with children attending Central Linn Elementary (CLES).

This is the third year of CAP providing after school child care at CLES during the four-day school week and all day care on Fridays when school is not in session.

**Community After-School Programs (CAP)
2013 - 2014 Proposed Budget for Central Linn CAP**

REVENUE SOURCE	AMOUNT
Tuition/Program Fees	10,000.
Central Linn Fundraisers	300.
Individual Donors from the Central Linn Community (combined gifts)	1,030.
United Way of Linn County	5,000.
Target Distribution Center	200.
TOTAL REVENUE TO-DATE	16,530
*Grant Funds or Additional Fundraising Amount Needed	9,170.
TOTAL REVENUE	25,700.
IN-KIND - Facility Use Fees (gym, cafeteria, kitchen & lobby area)	11,916.
PROGRAM EXPENSES	
Payroll Expenses for two Certified Care Provider Staff (includes payroll taxes)	20,740.
Child Care Licensing Fee (State of Oregon Child Care Division)	120.
Sanitation Inspection Fee (Linn County Environmental Health)	85.
Programming Equipment and Supplies	360.
Food and Food Service Products	1,260.
Program Site Phone	480.
Required Staff Trainings (Child Care Division)	865.
Training/Class Fees (for 2 staff)	470.
Friday Educational Field Trips (9 field trips @ 1 each month for school year)	1,320.
TOTAL PROGRAM EXPENSES	25,700

**Community After-School Programs (CAP)
2012 – 2013 Proposed Budget for Central Linn CAP**

REVENUE SOURCE	AMOUNT
Tuition/Program Fees	9,200.
Grant – Trust Management Services, LLC	1,000.
Government Funds – USDA Child Nutrition Program	820.
Central Linn Fundraisers	300.
Individual Donors from the Central Linn Community (combined gifts)	1,030.
United Way of Linn County	2,550.
Commission on Children and Families	2,000.
Inclusive Child Care Program (State funding for children with special needs)	600.
Partnership for a Hunger Free Oregon	550.
Target Distribution Center	200.
TOTAL REVENUE TO-DATE	18,200.
*Grant Funds or Additional Fundraising Amount Needed	7,500.
TOTAL REVENUE	25,700.
IN-KIND – Facility Use Fees (gym, cafeteria, kitchen & lobby area)	11,916.
PROGRAM EXPENSES	
Payroll Expenses for two Certified Care Provider Staff (includes payroll taxes)	20,740.
Child Care Licensing Fee (State of Oregon Child Care Division)	120.
Sanitation Inspection Fee (Linn County Environmental Health)	85.
Programming Equipment and Supplies	360.
Food and Food Service Products	1,260.
Program Site Phone	480.
Required Staff Trainings (USDA & Child Care Division)	865.
Training/Class Fees (for 2 staff)	470.
Friday Educational Field Trips (9 field trips @ 1 each month for school year)	1,320.
TOTAL PROGRAM EXPENSES	25,700

***Ford Family Foundation Grant = \$7,500.**

Central Linn CAP in Review

Here are some of the highlights from the year at Central Linn CAP:
(CAP will return for the 2011-2012 school year!)

Thanks

to **Nicole Cavill** for volunteering
as a CAP assistant on Fridays!



McKenna & Sebastian crocheting

In the fall, several children
learned to knit or crochet. Tilly
still practices her skills making
hats and scarves.



Tilly & Jazmine knitting

Mileage club, which
encourages activity when it is
cold and rainy outside, will
culminate in a pizza party for
the energetic participants. Tilly
had the most laps in the gym
for the girls and Garret the
most for the boys. We tried
yoga and learned some
interesting ways to stretch.



Children from the CAP
program entered an
Agriculture in the Classroom
calendar contest that was
sponsored by OSU. The
purpose of AITC is to help
young people gain a better
understanding of agriculture
in our community. Each
participant received a
certificate for participating.



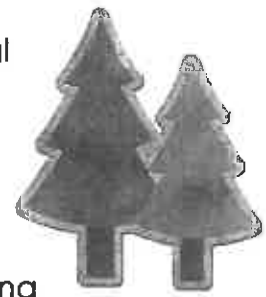
Could you hurry
up with that
homework so
we can go
outside?



After snack, we work on homework so that the
children won't have to worry about it when they
get home.

Community After-School Program
250 Broadalbin St. Suite 2B
PO Box 1717, Albany, OR 97321
541-967-9322 www.cap.peak.org

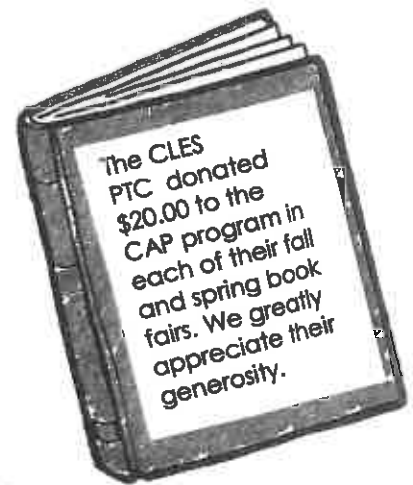
Whitney Smith, an employee from Americorp working at Central Linn, started coming to CAP in the spring to help the children understand the concept of sustainability. The children have learned about their environment with several sessions spent on discovering all of the components of forests and rivers. They worked on a large poster for several days, drawing fish and other creatures in the river, forming many trees and other growing things in the forest. In other lessons, we have discussed the different forms of energy that are available. We look forward to having Ms. Smith come and visit.



We had a paper bulletin board garden. We "planted" our seeds, and then when they sprouted roots and stems, put them in paper pots. Every few days the growers would add stems or leaves and flowers to their growing plants. We also have some bees, butterflies and dragonflies, and a couple of rabbits in the garden.



CAP children from Central Linn helped community members and Ms. Smith plant a real school garden at Central Linn Elementary School. They also planted their own individual cucumber plants in peat pots that they were able to take home.



We have had many colorful projects to work on through the year.



In December, CAP children, with the encouragement of Ms. Smith, made beautiful holiday cards for local assisted living facilities.



**CENTRAL LINN
COMMUNITY BEFORE & AFTER SCHOOL
CHILD CARE PROGRAM (CAP)
REGISTRATION INFORMATION 2012-2013**



Program Information

CAP is a safe, structured, quality environment for elementary age children and their families at Central Linn Elementary. CAP is a private, non-profit organization that is governed by a Board of Directors. Additionally, CAP is a nut-free program which accommodates children with severe food allergies including epi-pen trained staff. We are looking forward to meeting your childcare needs and hope to provide a positive experience for children and their parents. CAP is licensed by the Oregon Child Care Division (CCD); this yearly process includes fire and sanitation inspections, and on-site visits by CCD to ensure state guidelines are being met throughout the program. Staff qualifications and training requirements are monitored through this same yearly certification process.

Site Locations/Times

CAP serves Central Linn School District in Halsey serving Central Linn Elementary. We offer child care after school until 6:00pm, Monday through Thursday and an all-day program on Fridays from 6:45 am to 6:00 pm.

Staff & Program Activities

Certified, competent and caring CAP staff are committed to providing quality care. CAP will offer a variety of age appropriate activities that are enjoyable and stimulating for your child. We offer homework assistance, reading centers, computer learning opportunities, games, crafts, outdoor play and more. We are continually seeking ways to improve our program and always welcome new ideas. We have found parents to be a great resource in providing information and skills around talents or hobbies. If you have a special skill or hobby that you would enjoy sharing with the children, let us know!

Registration, Fee Schedule & Billing

A registration form must be completed and accompanied by a registration fee of \$35.00 for an individual or \$50.00 for a family. This registration fee will ensure your child's enrollment in the program and is non-refundable.

CAP offers a sliding fee scale and discount for enrolling more than one child. The monthly charges for the program are based on the number of days and hours of usage needed, the number of family members and gross family income. Please see the reverse side of the form for our income guideline and monthly fee charts.

Billing statements will be sent out on the 28th of the month prior to when payment is due. Special arrangements may be made if you are unable to make your payment in full. If no arrangements are made and no payments are received, it will result in removal of the child from the program. Communication is the key, so please keep us informed. Please send your payments to the following address: Community Before & After School Program, PO BOX 1717, Albany, Oregon, 97321.

*"The Community After-School Program is an equal opportunity provider."
CAP is a nut, tree nut, and seafood free program.*

Rev. 8-9-12

CAP Information Form 2012-2013 Continued

Overtime/Late Charges

Overtime fees are charged when a child is dropped off before 6:45am on Friday or picked up after 6:00pm at the rate of \$1.00 per minute.

Office Location & Contact Information

Our office is located in downtown Albany at the Two-Rivers Market. Our contact information is as follows:

Community Before & After School Child Care Program (CAP)
PO BOX 1717, 250 Broadalbin Street SW, Suite 2B, Albany, Oregon 97321
Phone: 541-967-9322, Fax: 541-967-8368, Website: www.cap.peak.org

Gross Income Guidelines Chart

Household Size	"A" Gross Monthly Income	"B" Gross Monthly Income	"C" Gross Monthly Income
2	\$2300 +	\$1601 - \$2299	\$0 - \$1600
3	\$2900 +	\$2001 - \$2899	\$0 - \$2000
4	\$3400 +	\$2401 - \$3399	\$0 - \$2400
5	\$4000 +	\$2801 - \$3999	\$0 - \$2800

Proof of income (tax statement(s) or recent check stub) will be required for use of the "B" or "C" income brackets. Discount will begin when proof of income is supplied.

After School Care Monthly Fee Chart

Hours Used	"A" Monthly Fee	"B" Monthly Fee	"C" Monthly Fee
	1 st Child / 2 nd Child	1 st Child / 2 nd Child	1 st Child / 2 nd Child
0 - 16 Hours	\$57.00 / \$47.00	\$47.00 / \$38.00	\$41.00 / \$34.00
17 - 26 Hours	\$87.00 / \$72.00	\$70.00 / \$59.00	\$65.00 / \$54.00
27 - 40 Hours	\$115.00 / \$100.00	\$105.00 / \$92.00	\$100.00 / \$85.00
41 - 50 Hours	\$160.00 / \$145.00	\$140.00 / \$125.00	\$130.00 / \$115.00

Friday Fees

Friday Care is offered from 6:45 a.m. to 6:00 p.m. Half-day rates apply to less than 5 hours child care.

	Friday All Day		Friday Half Day	
	1 st child	2 nd Child	1 st Child	2 nd Child
"A" Bracket	\$20/day	\$18/day	\$15/day	\$13/day
"B" Bracket	\$18/day	\$16/day	\$13/day	\$11/day
"C" Bracket	\$16/day	\$14/day	\$11/day	\$9/day

Registration forms are available at the CAP Office, in the elementary school offices and on our website for download (www.cap.peak.org). Please don't hesitate to contact us with any questions or comments. Thank you for choosing CAP for your child care needs. We look forward to serving you!

*"The Community After-School Program is an equal opportunity provider."
CAP is a nut, tree nut, and seafood free program.*

Rev. 8-9-12

DRAFT

April 24th, 2013

Pioneer Picnic Association

Attn: Ms. Leisa Keyser, Treasurer
401 Washburn Street
Brownsville, Oregon 97327

Re: Pioneer Picnic, June 21st – 23rd

Dear Leisa,

As always the City wants to ensure things run smoothly for this year's Picnic and we want to make sure that we do our part. Karl & I have articulated the major responsibilities below just to make sure everyone is on the same page:

- 1) **Camping Fees** – The City appreciates the addition of the fifteen dollar (\$15) camping fee this year. The City will charge a flat rate (\$15) for the weekend which includes Thursday through Sunday nights. The City will make the Caretakers aware.
- 2) **Service Personnel** – The Association will have people designated to serve as garbage men, handy men and security for the event.
- 3) **Gates** – The City keeps the gates open at the discretion of the Park Caretakers; this item is at the sole discretion of the Association for the weekend.
- 4) **Park Caretakers** – Vern & Ann Moore will be returning. Their role on behalf of the City will be to clean restrooms, stock restroom supplies and unplug toilets. (See item #6.)
- 5) **Additional Bathroom Supplies** – The City supplies the necessities and they will be available as needed through the Caretakers.
- 6) **Gator Use** – We anticipate the Association working out an agreement with the Park Caretakers to use their services and the Gator for miscellaneous purposes again this year. Remember the State requirement for Off Highway Vehicles (OHV) safety training. You can learn more about what these requirements are at <http://www.oregon.gov/OPRD/ATV/index.shtml>. The City plans on having everyone take or renew the training.
- 7) **Wood Chips** – Please make sure Karl is aware of exactly where you want these placed. Please also make sure that arrangements have been made with Bear Mountain well in advance of the event. The City will pick up the wood chips and place them as directed.

DRAFT

- 8) **Power Drop** – The City is fine with the power drop that has traditionally been done by the Association. Public Works will auger the hole based on the flag or stake you place.
- 9) **Garden Club** – We understand that members of the Garden Club already have keys, however should they need entry keys the Caretakers can always let them in the building or they can obtain a set at City Hall. (We did like issuing the keys to you as we did last year and then you made sure everyone had access.)
- 10) **Horse Area** – The group responsible for preparing the area will be making those arrangements.
- 11) **Parade Barricades** – These are stored behind the stage, by the north door.
- 12) **Barricade Placement** – Public Works will put them out for the Kiddie Parade on Friday and pick them up afterwards. We can make arrangements to hand the barricades over to a volunteer for placement on Saturday. The City will need to know who the Association wants to be responsible for the barricades.
- 13) **Park Street & Main Street Closure** – Traditionally, Council closes Park Street, as requested by the Association, on Friday before Picnic between the hours of 12:00 p.m. and 2:00 p.m. for the Kiddie Parade. Please forward a request for Council. The City also signs off on the Oregon Department of Transportation request.
- 14) **Banners** – Public Works hangs the Welcome signs and banners. The City mentioned the last two years that they are showing a good amount of wear and tear and should be replaced soon.
- 15) **Dumpster** – We provide one, ten (10) cubic yard dumpster in the park for trash.

We know there are other items the City does in preparation for Picnic, however we wanted to address as many issues as possible to ensure good cooperation. We wish the Association the best of luck on a successful event! If you have any questions or concerns, please let us know.

Sincerely,

S. Scott McDowell
Administrator

Karl Frink
Public Works Superintendent

cc: Mayor and Council
Park & Open Space Advisory Board
Staff
File

Received
City of Brownsville

APR 03 2013

Clerk _____

OLCC LICENSE RENEWALS

City of Brownsville
BROWNSVILLE
PO Box 188
Brownsville OR 97327

Attached is the list of OLCC liquor licenses in BROWNSVILLE that are eligible for license renewal. These licenses will expire on 6/30/2013.

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to the OLCC. It also requires the OLCC to notify licensees of the license renewal application or processing fees charged by their local governments. According to our records, you charge:

License Renewal Fee: Off Premises Fee:

We will direct renewal applicants to mail the renewal fees to the address on this letter. Please notify us immediately if the fees or address are incorrect.

Approximately 40 days after the licenses expire, the OLCC will send you a list of the licensees who filed a renewal application. You can use this list to verify that applicants have paid your fees.

Recommendation Process:

You have until 6/5/2013 to exercise one or more of the following options:

1. Provide a written renewal recommendation to the OLCC for any or all of the licenses on this list.
2. Make a written request for additional time to investigate a specific renewal or renewals. The request must set forth the reason additional time is needed, state that the local government is considering making an unfavorable recommendation, and state the specific grounds being considered toward an unfavorable recommendation.
3. Take no action. After 6/5/2013, the OLCC will process the renewal application as if you made a favorable recommendation.

Please send correspondence to OLCC License Renewals at P.O. Box 22297, Portland OR 97269 or email olcc.renewals@state.or.us. You can also contact the license renewal section at 1 (800) 452.6522 ext 5138 or at 503.872.5138.

Dist. #	License #	Tradename	Participant	License	Premises Address
Local Government: BROWNSVILLE					
3	175750	ARMANDOS FAMILY RESTAURANT	ARMANDOS 2 LLC	F-COM	122 SPAULDING AVE, BROWNSVILLE, OR
	171603	BROWNSVILLE SALOON	WADE, NATALIE L	F-COM	419 N MAIN ST, BROWNSVILLE, OR
	170756	BROWNSVILLE VIDEO	LARSEN, DEBORAH A	O	130 SPAULDING AVE, BROWNSVILLE, OR
	170267	DARI MART STORE #24	DARI-MART STORES INC	O	220 S MAIN ST, BROWNSVILLE, OR
	178105	JERRY'S GAS & FOOD MART	JERRY'S GAS & FOOD MART LLC	O	203 E BISHOP WAY, BROWNSVILLE, OR
	174083	KIRK'S FERRY TRADING POST	KIRK'S FERRY TRADING POST LLC	F-COM	217 W BISHOP WAY, BROWNSVILLE, OR



LINN COUNTY SHERIFF'S OFFICE

Tim Mueller, Sheriff

1115 SE Jackson Street, Albany, OR 97322

Phone: (541) 967-3950

www.LinnSheriff.org

April 3, 2013

The Honorable Don Ware
Mayor of Brownsville
P.O. Box 188
Brownsville, Oregon 97327

RE: Agreement – Law Enforcement Services

Dear Mayor Ware:

Enclosed please find two (2) originals of our 2013/2014 Law Enforcement Agreement.

The Linn County Board of Commissioners has determined that the municipal law enforcement agreements will be increased by 5% this coming year. The County will continue to absorb costs such as corrections, dispatch, vehicle maintenance etc., in an attempt to keep costs down.

The majority of this increase is due to rising costs in personnel services, which includes health care and PERS increases.

Please sign both copies and *return to us as soon as possible*. After the County signs the agreements, an original will be sent to you.

If you have any questions, I can be reached at (541) 967-3950.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Mueller".

Tim Mueller
Linn County Sheriff

TM/mk
Enclosures
c: file

AGREEMENT – LAW ENFORCEMENT SERVICES

THIS AGREEMENT MADE AND ENTERED into this 30th day of June, 2013, by and between LINN COUNTY, OREGON a political subdivision, of the State of Oregon, and the SHERIFF OF LINN COUNTY, hereinafter called COUNTY, and the CITY OF BROWNSVILLE a municipal corporation of the State of Oregon, hereinafter called CITY.

W I T N E S S E T H:

WHEREAS, the City is desirous of contracting with the County for the performance of the hereinafter described law enforcement functions within its boundaries by the County, through the Sheriff thereof, and

WHEREAS, the County is agreeable, with approval of the Sheriff to rendering such services on the terms and conditions hereinafter set forth herein, and

WHEREAS, such contracts are authorized and provided for by the provisions of ORS 190.010 and ORS 206.345.

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, it is mutually agreed as follows:

1. The County agrees, through the Sheriff of the County, to provide police protection within the corporate limits of the City to the extent and in the manner hereinafter set forth. The police services shall encompass duties and functions of the type within the jurisdiction of and customarily rendered by the Sheriff of the County pursuant to the statutes of the State of Oregon, and those duties associated with the enforcement and compliance with the Ordinances of Brownsville under those Ordinances duly authorized and enacted by the city. Such services shall include the enforcement of the State statutes and the municipal ordinances of the City.

2. The rendition of such service, the standards of performance, the discipline of officers, and other matters incident to the performance of such services and the control of the personnel so employed, shall remain in the Sheriff. However, it is understood that two (2) deputies will be assigned to devote seventy percent (70%) of their time to enforcement for the CITY.

3. For the purpose of performing such functions, the County through the Sheriff shall furnish and supply all necessary labor, supervision, equipment, radio communication facilities and supplies necessary to maintain the level of services to be rendered hereunder.

4. The County hereby covenants and agrees to hold and save the City and its officers, agents and employees harmless from all claims whatsoever that might arise against the City, its officers, agents, or employees by reason of any act of the County, its officers, agents, or employees in the performance of the duties required by the terms of this agreement.

5. The City grants to the County and the Sheriff, full municipal police authority.

6. The term of this contract shall be from July 1, 2013 through and including June 30, 2014. However, the service of the Sheriff shall continue to be performed and the authority granted to the Sheriff to enforce the ordinances of the City shall continue until thirty days after notice is given by either party that such services or authority is discontinued.

7. In consideration of the services provided for hereinabove, the City agrees to pay in cash the sum of \$ 129,337.00, said sum to be paid in quarterly installments.

IN WITNESS WHEREOF The City by resolution duly adopted by its City Council cause this agreement to be signed by its Recorder, and the County by order of its County Court and attested by the Clerk of the said County, and subscribed by the Sheriff of Linn County, all on the day and year first above written.

LINN COUNTY, a political subdivision
of the State of Oregon

By _____
Chairman Date

Commissioner Date

Commissioner Date

Sheriff Date

ATTEST:

Linn County Clerk

CITY OF BROWNSVILLE

By _____
Mayor Date

ATTEST:

City Recorder

APPROVED AS TO FORM:

Linn County Legal Counsel

AGREEMENT – LAW ENFORCEMENT SERVICES

THIS AGREEMENT MADE AND ENTERED into this 30th day of June, 2013, by and between LINN COUNTY, OREGON a political subdivision, of the State of Oregon, and the SHERIFF OF LINN COUNTY, hereinafter called COUNTY, and the CITY OF BROWNSVILLE a municipal corporation of the State of Oregon, hereinafter called CITY.

WITNESSETH:

WHEREAS, the City is desirous of contracting with the County for the performance of the hereinafter described law enforcement functions within its boundaries by the County, through the Sheriff thereof, and

WHEREAS, the County is agreeable, with approval of the Sheriff to rendering such services on the terms and conditions hereinafter set forth herein, and

WHEREAS, such contracts are authorized and provided for by the provisions of ORS 190.010 and ORS 206.345.

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, it is mutually agreed as follows:

1. The County agrees, through the Sheriff of the County, to provide police protection within the corporate limits of the City to the extent and in the manner hereinafter set forth. The police services shall encompass duties and functions of the type within the jurisdiction of and customarily rendered by the Sheriff of the County pursuant to the statutes of the State of Oregon, and those duties associated with the enforcement and compliance with the Ordinances of Brownsville under those Ordinances duly authorized and enacted by the city. Such services shall include the enforcement of the State statutes and the municipal ordinances of the City.

2. The rendition of such service, the standards of performance, the discipline of officers, and other matters incident to the performance of such services and the control of the personnel so employed, shall remain in the Sheriff. However, it is understood that two (2) deputies will be assigned to devote seventy percent (70%) of their time to enforcement for the CITY.

3. For the purpose of performing such functions, the County through the Sheriff shall furnish and supply all necessary labor, supervision, equipment, radio communication facilities and supplies necessary to maintain the level of services to be rendered hereunder.

4. The County hereby covenants and agrees to hold and save the City and its officers, agents and employees harmless from all claims whatsoever that might arise against the City, its officers, agents, or employees by reason of any act of the County, its officers, agents, or employees in the performance of the duties required by the terms of this agreement.

5. The City grants to the County and the Sheriff, full municipal police authority.

6. The term of this contract shall be from July 1, 2013 through and including June 30, 2014. However, the service of the Sheriff shall continue to be performed and the authority granted to the Sheriff to enforce the ordinances of the City shall continue until thirty days after notice is given by either party that such services or authority is discontinued.

7. In consideration of the services provided for hereinabove, the City agrees to pay in cash the sum of \$ 129,337.00, said sum to be paid in quarterly installments.

IN WITNESS WHEREOF The City by resolution duly adopted by its City Council cause this agreement to be signed by its Recorder, and the County by order of its County Court and attested by the Clerk of the said County, and subscribed by the Sheriff of Linn County, all on the day and year first above written.

LINN COUNTY, a political subdivision
of the State of Oregon

By _____
Chairman Date

Commissioner Date

Commissioner Date

Sheriff Date

ATTEST:

Linn County Clerk

CITY OF BROWNSVILLE

By _____
Mayor Date

ATTEST:

City Recorder

APPROVED AS TO FORM:

Linn County Legal Counsel

The American Legion
Travis Moothart Post 184
339 N. Main Street
Brownsville , OR 97327

4 April 2013

To Whom it may concern;

We would love to have the buses for the Willamette Country Music Festival stop at the post. As long as we know the timetable , we can have the doors open and coffee ready.

Thank You

Commander
541-990-6256



Rick Dominquez

Finance Officer
541-401-0675



Norman Simms

March 05, 2013

Mayor Donald Ware
PO Box 188
Brownsville, OR 97327

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Brownsville on earning recognition as a 2012 Tree City USA. Residents of Brownsville ought to be proud to live in a community that makes the planting and care of trees a priority.

Your community joins more than 3,400 Tree City USAs, with a combined population of 140 million. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters.

As a result of your commitment to effective urban forest management, you already know that trees are vital to the public infrastructure of cities and towns throughout the country, providing numerous environmental, social and economic benefits. In fact, trees are the one piece of community infrastructure that actually increases in value over time.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public. If you wish to receive an electronic version of the release, please email Sean Barry, Director of Media Relations at sbarry@arborday.org and we will reply with a copy within one business day.

State foresters are responsible for the presentation of the Tree City USA flag and other materials. We will forward information about your awards to Kristin Ramstad in your state forester's office to coordinate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Brownsville and thank you for helping to create a healthier planet for all of us.

Best Regards,



John Rosenow
Chief Executive

cc: Elizabeth Coleman

enclosure

FOR IMMEDIATE RELEASE:

Arbor Day Foundation Names Brownsville Tree City USA

Brownsville, OR was named a 2012 Tree City USA by the Arbor Day Foundation in honor of its commitment to effective urban forest management. This is the 7th year Brownsville has earned the national designation.

Brownsville achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree-care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

The Tree City USA program is sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters.

"Everyone benefits when elected officials, volunteers and committed citizens in communities like Brownsville make smart investments in urban forests," said John Rosenow, founder and chief executive of the Arbor Day Foundation. "Trees bring shade to our homes and beauty to our neighborhoods, along with numerous economic, social and environmental benefits."

Cleaner air, improved storm water management, energy savings and increased property values and commercial activity are among the benefits enjoyed by Tree City USA communities.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation: The Arbor Day Foundation is a nonprofit conservation and education organization of one million members, with the mission to inspire people to plant, nurture and celebrate trees. More information on the Foundation and its programs can be found at arborday.org, or by visiting us on [Facebook](#), [Twitter](#) or our [blog](#).

Cascades West Area Commission on Transportation

Staffed by Oregon Cascades West Council of Governments

Notes from March 28, 2013 CWACT Meeting

1. CWACT Executive Committee Report

Chair Linda Modrell provided a brief report on the February 25 Executive Committee meeting. Priorities for 2013 include:

- 2015-2018 STIP decisions
- Meeting with Region 2 ACTs
- Coastal infrastructure discussion
- Safety-related items
- Freight-related items
- Protocols with Albany Area MPO and Corvallis Area MPO
- Revitalized Technical Advisory Committee

Modrell encouraged members to forward additional suggestions for consideration.

2. Changes to Evaluation and Funding of Safety-Related Road Projects

The new federal transportation bill MAP-21 requires that safety-related projects are developed and funded in a politically neutral manner. The intent is to develop projects that reduce the number of fatal and serious injury crashes in an objective manner that sets aside the ownership of the road.

Region 2 staff discussed with CWACT members the establishment of an “All Roads Transportation Safety System” (ARTS) funded primarily by what had been ODOT’s “fix-it” safety money and federal High Risk Rural Road money. These funds are now combined into a new MAP-21 program, with approximately \$19 million available in Region 2 for the 2015-2018 STIP cycle.

To implement the program, Region 2 would like to establish a region-wide technical team consisting of city, county and state technical experts to evaluate and select projects. The team will use data gathered and compiled from all jurisdictions, to identify locations, regardless of jurisdiction, where engineered safety projects have the greatest potential to reduce serious injury and fatal crashes.

Based on this data-driven analysis, this multi-jurisdictional team would first develop an objective selection process and then a list of fundable projects for submittal to the Oregon Transportation Commission for adoption.

CWACT recommended that Ron Irish, City of Albany Transportation Systems Analyst (and CWACT Alternate) and Laurel Byer, Benton County Engineer, be appointed as the CWACT representatives on the Region 2 ARTS Technical Team; and Steve Hodge, Lincoln County Assistant Public Works Director, be appointed as the alternate representative.

3. Update on ODOT’s Higher Speed Rail Study

ODOT is studying options to improve passenger rail service between Eugene and the Columbia River in the Portland area--a 125 mile segment. This segment is part of the federally designated Pacific Northwest Rail Corridor which has been the subject of higher-speed passenger rail discussions for more than 30 years.

As a part of this study, ODOT and the Federal Railroad Administration are preparing a Tier 1 Environmental Impact Statement (EIS). Jim Cox, Project Manager for ODOT, provided an update on the environmental review process which will help ODOT make a number of important decisions, including the selection of a general rail corridor alignment and the communities where stations would be located.

Working at the guidance of a statewide Leadership Council and a Corridor Forum, ODOT has developed preliminary corridor concepts and is currently analyzing and refining the concepts. A series of open houses have been held during the past several months. ODOT is also working with Community Advisory Groups and is meeting with community leaders to consider local issues and provide input to the Leadership Council and the Corridor Forum.

The four general corridor concepts are: (1) existing Union Pacific line; (2) an I-5 new (passenger only) line; (3) a westside line (generally near Highway 99W between Junction City and Corvallis); and (4) the Oregon Electric Line. A potential hybrid of these corridors is part of the analysis.

Questions and comments from members included:

- The definition of "higher speed". Cox indicated the definition is still being discussed and noted that the Federal Rail Administration's definition is a top speed between 90 mph and 125 mph. This is the top speed, not the sustained speed. The general goal is to provide a passenger rail travel time that is equivalent to automobile travel time between Eugene and Portland.
- The response from Union Pacific which, in the past, has generally opposed the use of its main line for higher speed passenger rail service. Cox said Union Pacific has indeed, in the past, opposed higher speed rail service on its main line, indicating safety concerns about the conflicts with slower freight trains. Union Pacific is, however, willing to conceptually discuss a corridor that uses a part of the Union Pacific line and a part of the Oregon Electric Line.
- The proposed funding options, including the December 2011 ODOT report (Cambridge Systematics, Inc.) that included as one option a special district with a property tax levy. Cox said no decisions have been made. The future assessment of funding methods will need to take many things into consideration.
- The connectivity between rail service and air service. Cox explained that the goal to provide timely travel between Eugene and Portland would generally allow only one stop per city. Since airports are located away from population/business centers, a connection with air service would need to be compared with the convenience of travel/ridership associated with a downtown location.

4. Funding of Highway Projects in CWACTION Area

There are two long-discussed construction projects in the 2010-2013 STIP/2012-2015 STIP scheduled to go to bid in 2014: (1) US101: SE 23rd-SW 35th Street in Lincoln City

and (2) OR34 South Bypass in Linn County/Corvallis (this STIP construction project was re-scoped from a STIP development project: OR34 Van Buren Street Bridge environmental document and right of way acquisition project). These two projects, and the US20 Pioneer-Eddyville Mountain project, are the only CWACT-area construction projects in the 2010-2013 STIP/2012-2015 STIP.

Both projects are at a critical milestone. Design plans have been developed to the 30% level and it is time to start acquiring right of way. With the completion of the 30% design phase ODOT has determined that the US101 Lincoln City project has a shortfall of approximately \$5 million.

	Highway 101 Project	South Bypass Project
Estimated Cost*	\$18,041,700	\$6,575,000
Current Funding	\$13,004,000	\$6,575,000
Difference	\$ 5,037,700	\$0
Spent to date	\$ 3,558,948	\$1,020,903

*Includes design, right of way acquisition and construction .

ODOT indicates funding must come from within the CWACT area.

Questions and comments included the following items:

- The reasons the project cost has substantially increased. ODOT indicated there are several reasons including: (1) property values on the coast have increased during the years since this project was originally scoped (resulting in higher right-of-way costs); (2) changes in water quality/retention requirements have resulted in additional project elements/costs; and (3) the project as originally scoped many years ago was underfunded. There was an initial proposal to provide some additional funds in the 2012-2015 STIP but revenue limitations deleted additional modernization funds in the 2012-2015 STIP. ODOT clarified the increased costs do not relate to “scope creep”. Actually, the scope of the original project has been somewhat reduced with the length of the project shortened to help reduce cost.
- What potential ODOT funding sources may be available. ODOT staff indicated :
 - Unallocated Region 2 2010-2013 STIP modernization funds of approximately \$20 million. ODOT has indicated its caution about allocating these funds to any projects at this time due to the uncertainty of final construction costs for other pending construction project, including US20 Pioneer Mountain-Eddyville. Additionally, the three other ACTs in Region 2 are expected to request the use of these funds for projects. The four ACTs will need to collectively agree on the projects to be funded.
 - 2015-2018 Region 2 STIP funds.
- What potential local funding sources may be available. Lincoln City noted it has committed approximately \$2.5 million to several elements of the US101 project (approximately 14% of the total project cost) including right of way acquisition, traffic signals, sidewalks, a replacement parking lot and the long-term maintenance of elements of the project.

Chinook Winds Casino Resort reportedly is not able to provide funding to the US101 project.

- Whether the US101 project could be phased. ODOT staff indicated the project cannot be phased beyond what has already been deferred or reduced. That includes an ODOT application for \$1.1 million in 2015-2018 STIP funds for a separated multi-use path that was originally a part of the US101 project.

Members discussed the importance of completing both the OR34 South Bypass project and the US101 project. Since the OR34 South Bypass project is ready to move forward in 2014, members reaffirmed their support of the project and indicated they are not interested in moving money from this project to fund the fiscal gap in the US101 project.

By consensus, CWACTION members agreed to request that the Region 2 ODOT Manager convene a Super ACT meeting to discuss the unallocated 2010-2013 STIP modernization funds, with the intention of requesting a portion of these funds to fill the fiscal gap in the US101 project.

5. ODOT Area Manager's Report

Amy Ramsdell invited members to attend the Oregon Active Transportation Summit on April 24-25 in Salem. Registration and information is available at: <http://oat-summit.com/registration.html>

ODOT is paying the Oregon State Police for additional traffic safety patrol on Highway 20 in the vicinity of the Pioneer Mountain-Eddyville project. Additional signage and warning devices were installed last December. Additionally, Ramsdell reminded members that the OTC's recent funding action on this project included \$1.3 million for immediate safety improvements along the existing Highway 20.

Last year ODOT conducted a Road Safety Audit of US20 at the Granger Avenue intersection and the Independence Highway intersection because the intersections are among the top 5% crash sites in the state. The audit was completed by a private traffic engineering firm, working with a large number of local stakeholders. ODOT has now responded to the Road Safety Audit Report. The ODOT response is available at:

<http://www.oregon.gov/ODOT/HWY/REGION2/docs/area4/US20GrangerIndepRSA/RS A%20Response.pdf>

Additional information about traffic safety including the Road Safety Audit Report prepared by DKS Associates is available at:

<http://www.oregon.gov/ODOT/HWY/REGION2/pages/us20grangerindependencersa.aspx>

For additional information or to provide comments and suggestions please contact:
Mark Volmert (541) 924-8430 mvolmert@ocwcog.org
CWACT website: ocwcog.org/ccbindex.asp?ccbid=101

From: Kyle M. Smith [ksmith@calapooia.org]
Sent: Wednesday, April 17, 2013 3:59 PM
To: 'S. Scott McDowell'
Subject: Planning Commission

Hello Scott,

Please accept this email expressing my interest in serving on the City of Brownsville Planning Commission. During graduate studies toward a Master of Public Administration at Columbia University, I focused on land use planning and public policy, and furthered my knowledge of land-use governance during my time at the University of Oregon School of Law. I would also appreciate the chance to gain real-world experience with planning and public policy issues by serving on the Commission. Further, as a resident of Brownsville, I would enjoy the opportunity to use my skillset to help improve land use policies and preserve the quality of life we're lucky to enjoy here. Thank you for considering my qualifications for a seat on the Planning Commission.

Warm regards,

Kyle Smith, Communications and Development Director
Calapooia Watershed Council
P.O. Box 844, Brownsville, OR 97327
Office: (541) 466-3493
Cell: (541) 405-6109
www.calapooia.org



MONTH END RECAP

	March 2013		YTD	%	Unexpended	
	REVENUE	EXPENDITURES				
1 GENERAL	\$ 16,045.29	\$ 24,419.00	\$ 579,728.34	45.80%	\$ 686,174.66	1
2 WATER	\$ 24,787.30	\$ 20,747.41	\$ 224,868.11	19.58%	\$ 923,581.89	2
3 SEWER	\$ 29,388.44	\$ 10,244.83	\$ 315,996.56	33.28%	\$ 633,603.44	3
4 STREETS	\$ 12,014.58	\$ 8,891.24	\$ 75,622.80	14.91%	\$ 431,477.20	4
5 WATER BOND	\$ -	\$ -	\$ -			5
6 SEWER BOND	\$ 12,604.25	\$ -	\$ 332,072.00			6
7 SEWER DEBT FEE	\$ -	\$ -	\$ 97,402.46	78.55	\$ 124,000.00	7
8 BUILDING & EQUIPMENT	\$ -	\$ -	\$ 87,590.00	27.37	\$ 232,410.00	8
9 WATER RESERVE	\$ -	\$ -				9
10 HOUSING REHAB	\$ -	\$ -				10
11 WATER SDC	\$ -	\$ -				11
12 SEWER SDC	\$ -	\$ -				12
13 STORMWATER SDC	\$ -	\$ -				13
14 BIKEWAY/PATHS	\$ 67.55	\$ -				14
15 LIBRARY TRUST	\$ -	\$ -				15
16 CEMETERY	\$ -	\$ -				16
17 TRANSIENT ROOM TX	\$ -	\$ -				17
18 SEWER CONSTRUCTION	\$ -	\$ -				18
19 LAND ACQUISITION	\$ -	\$ -				19
20 COMMUNITY PROJECTS	\$ -	\$ 1,000.00	\$ 71,120.79	28.97%	\$ 174,379.21	20
	\$ 94,907.41	\$ 65,302.48				

2012-2013 YTD % of Total
 Appropriated \$ 1,912,918.60 33.66%

DEBT Payments Totals
 Water \$ 54,927.00
 Wastewater \$ 411,115.00

Total Debt
 Water \$ 820,182.00
 Wastewater \$ 6,300,896.00
Total \$ 7,121,078.00

KeyBank Accounts
 General \$ 105,309.39
 Utility \$ 17,399.69
 Park \$ 6,125.00
 Court \$ 8,487.45
 Oregon State Treasury \$ 4,357,048.00
 Community Improvements \$ -

